

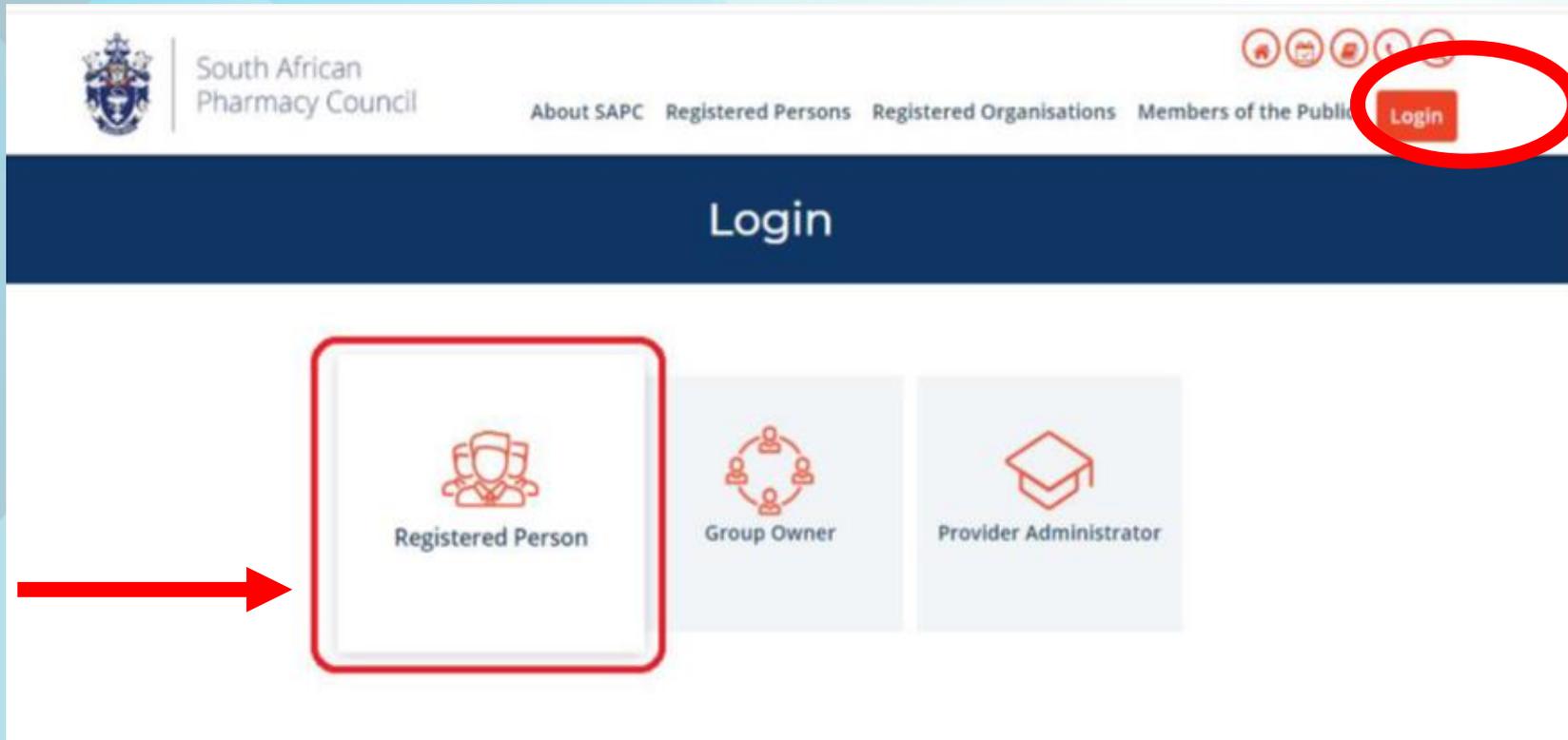
Intern Submission of a CPD Activity



**South African
Pharmacy Council**

Submission of Intern CPD Activity

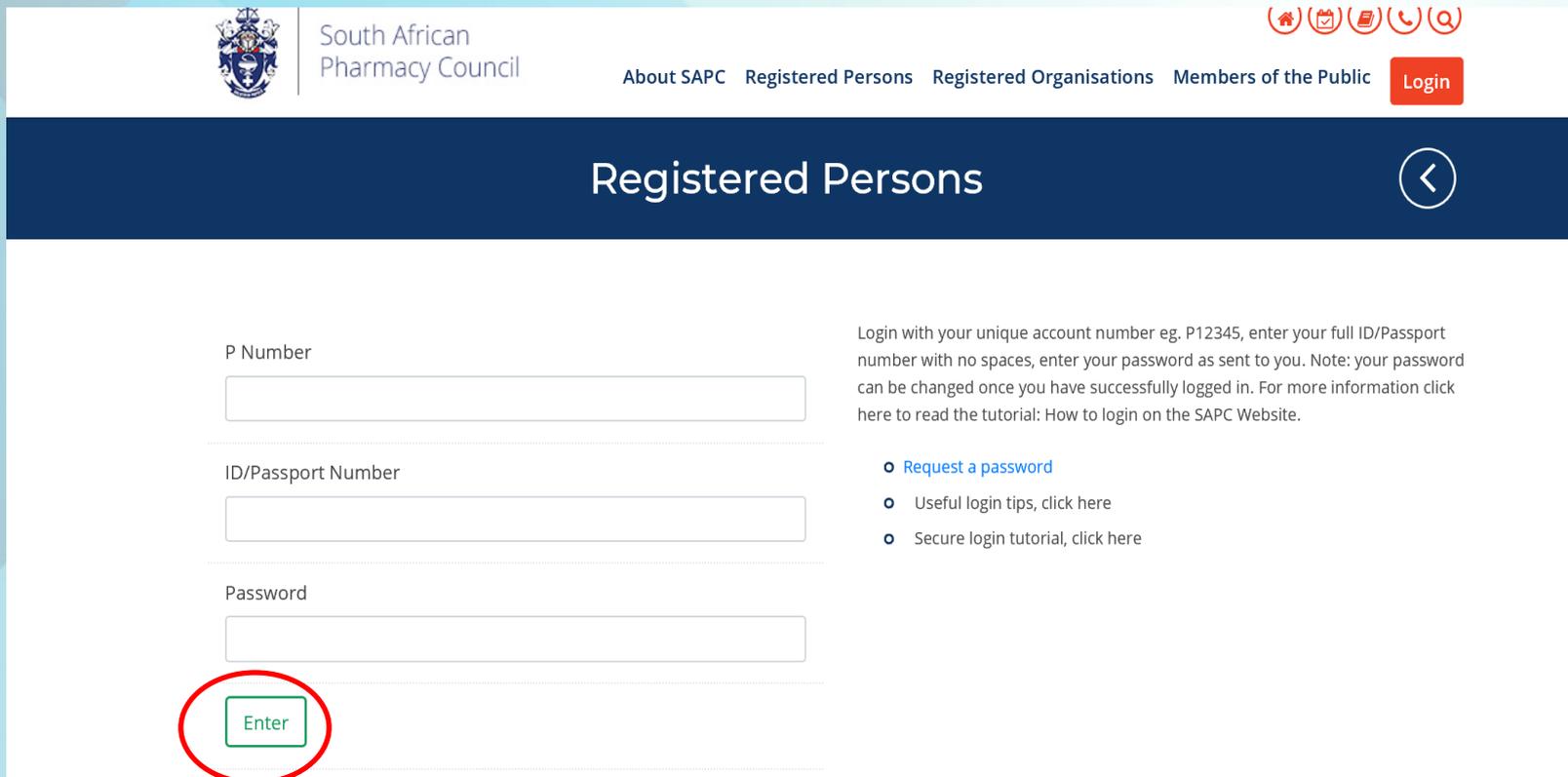
- ▶ Logon to www.sapc.za.org
- ▶ Click on **Login**
- ▶ Click on **[Registered Person]**



The screenshot displays the South African Pharmacy Council (SAPC) website. The header includes the SAPC logo, the text "South African Pharmacy Council", and navigation links: "About SAPC", "Registered Persons", "Registered Organisations", and "Members of the Public". A red circle highlights the "Login" button in the top right corner. Below the header is a dark blue bar with the word "Login" in white. Underneath, three login options are presented in light blue boxes: "Registered Person" (with an icon of a person and a shield), "Group Owner" (with an icon of three people), and "Provider Administrator" (with an icon of a graduation cap). A red arrow points to the "Registered Person" option. The SAPC logo is also visible in the bottom right corner.

Registered persons

- ▶ Complete login details and click **enter**



The screenshot shows the SAPC website header with the logo and navigation links: About SAPC, Registered Persons, Registered Organisations, Members of the Public, and a Login button. Below the header is a dark blue banner with the text 'Registered Persons' and a back arrow icon. The main content area contains three input fields: 'P Number', 'ID/Passport Number', and 'Password'. To the right of these fields is a paragraph of instructions and three links: 'Request a password', 'Useful login tips, click here', and 'Secure login tutorial, click here'. At the bottom left, a green 'Enter' button is circled in red.

South African Pharmacy Council

About SAPC Registered Persons Registered Organisations Members of the Public Login

Registered Persons

P Number

ID/Passport Number

Password

Enter

Login with your unique account number eg. P12345, enter your full ID/Passport number with no spaces, enter your password as sent to you. Note: your password can be changed once you have successfully logged in. For more information click here to read the tutorial: How to login on the SAPC Website.

- [Request a password](#)
- [Useful login tips, click here](#)
- [Secure login tutorial, click here](#)



Annual Declaration/CPD

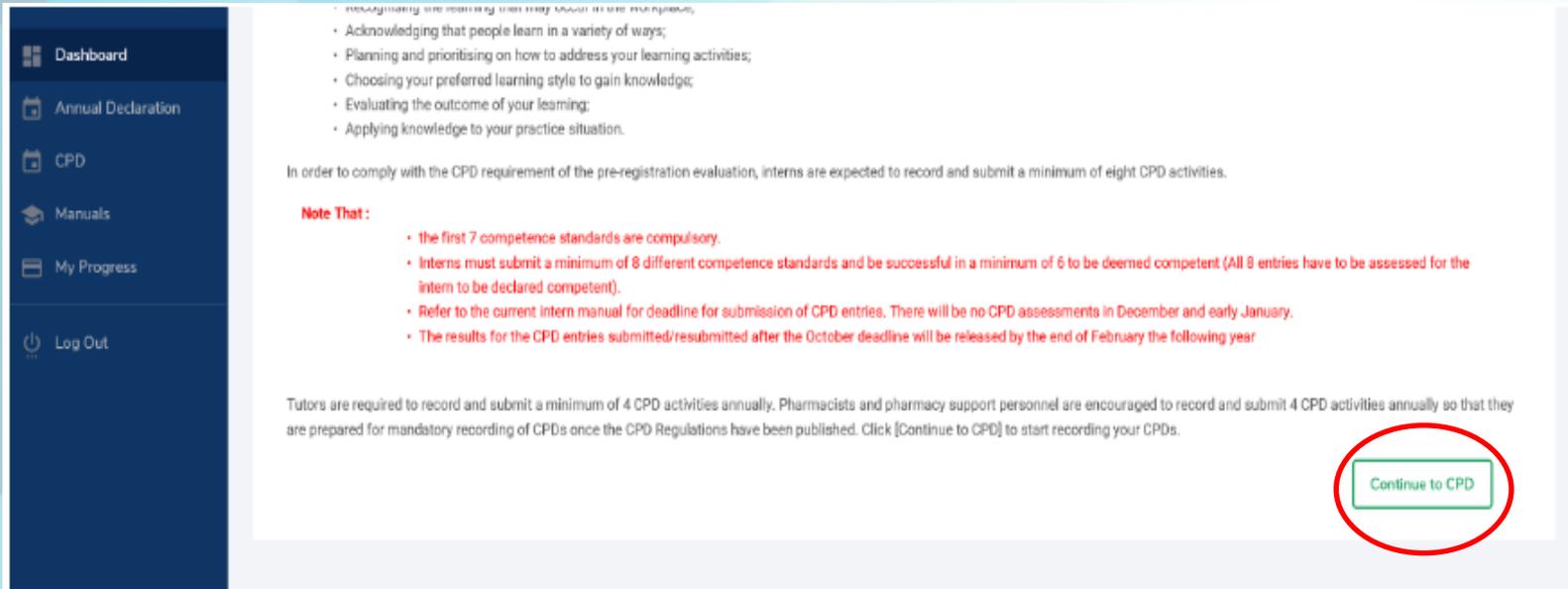
- ▶ Annual Declaration has to be completed first by intern
- ▶ Once annual declaration is completed intern to click on CPD

The screenshot displays a web application interface. On the left is a dark blue sidebar menu with the following items: Dashboard, Annual Declaration, CPD, Manuals, My Progress, and Log Out. The 'Annual Declaration' and 'CPD' items are circled in red. To the right of the sidebar, the numbers '1' and '2' are placed next to the 'Annual Declaration' and 'CPD' items respectively. The main content area features a grid of eight light blue tiles, each with an icon and a title: Finance (Balance: R 0.00), Applications, Letters and certificates, Pre-registration examinations, Contact, Progress Reports, Workshops, and Telecommunication.



Continue to CPD

▶ Click on continue to CPD



The screenshot shows a web application interface with a dark blue sidebar on the left containing navigation links: Dashboard, Annual Declaration, CPD, Manuals, My Progress, and Log Out. The main content area is white and contains a list of learning activities, a paragraph about CPD requirements, a red 'Note That' section with four bullet points, and a paragraph about tutor requirements. A green 'Continue to CPD' button is highlighted with a red circle in the bottom right corner of the main content area.

- Acknowledging that people learn in a variety of ways;
- Planning and prioritising on how to address your learning activities;
- Choosing your preferred learning style to gain knowledge;
- Evaluating the outcome of your learning;
- Applying knowledge to your practice situation.

In order to comply with the CPD requirement of the pre-registration evaluation, interns are expected to record and submit a minimum of eight CPD activities.

Note That :

- The first 7 competence standards are compulsory.
- Interns must submit a minimum of 8 different competence standards and be successful in a minimum of 6 to be deemed competent (All 8 entries have to be assessed for the intern to be declared competent).
- Refer to the current intern manual for deadline for submission of CPD entries. There will be no CPD assessments in December and early January.
- The results for the CPD entries submitted/resubmitted after the October deadline will be released by the end of February the following year

Tutors are required to record and submit a minimum of 4 CPD activities annually. Pharmacists and pharmacy support personnel are encouraged to record and submit 4 CPD activities annually so that they are prepared for mandatory recording of CPDs once the CPD Regulations have been published. Click [Continue to CPD] to start recording your CPDs.

[Continue to CPD](#)



CPD Cycle

- ▶ Complete the CPD cycle when submitting a CPD activity

The screenshot shows a dashboard with a dark blue sidebar on the left containing the following menu items: Dashboard, Annual Declaration, CPD, Manuals, My Progress, and Log Out. The main content area features five large, light blue tiles with red icons and labels: '1. Reflection' (with a presentation board icon), '2. Planning' (with a house icon), '3. Implementation' (with a document and pencil icon), '4. Evaluate' (with a clipboard icon), and 'Submissions' (with a box icon). At the bottom center, the text '2020 © South African Pharmacy Council' is visible.

The screenshot shows the 'Reflection' page in the SAPC system. The top left features the SAPC logo and a hamburger menu icon. The sidebar on the left has the following menu items: Dashboard, Annual Declaration, Reflection (highlighted with a red box), Planning, Implementation, Evaluation, Self Review, Peer Review, and Log out. The main content area is titled 'Reflection' and contains the text: 'This is the first step of the CPD cycle which involves identification of learning needs through reflection on practice. Each individual is best placed to identify these needs.' Below this text is a large white box with a red border containing a button labeled 'Identify a new learning need'. Underneath the box, it says 'Submitted for compliance' with a green checkmark icon. A single CPD activity is listed: '1. Public health [My First CPD on new platform]'. At the bottom center, the text '2020 © South African Pharmacy Council' is visible.



Continue with CPD cycle

- ▶ Complete the CPD cycle until Evaluation phase

1. Reflection-Identify a new learning need

This is the first step of the CPD cycle which involves identification of learning needs through reflection on practice. Each individual is best placed to identify these needs.

Domain

2. Safe and rational use of medicines and medical devices

Domain Competency

2.2 Patient counselling

Reflection Title

Patient Care

Learning Trigger

Personal interest

Learning Relation

Current role

Learning Initiation

Myself

Describe the learning need that you have identified to improve your knowledge and skill, and what you hope to achieve after addressing this learning need?

Improving patient care has become a priority for all health care providers with the overall objective of achieving a high degree of patient satisfaction. Greater awareness among the public, increasing demand for better care, keener competition, more health care regulation, the rise in medical malpractice litigation, and concern about poor outcomes are factors that contribute to this change.

607 character(s) remaining

Save



Upload evidence

- ▶ Upload evidence at Implementation phase

3.Implementation-Documents

◀ Implementations

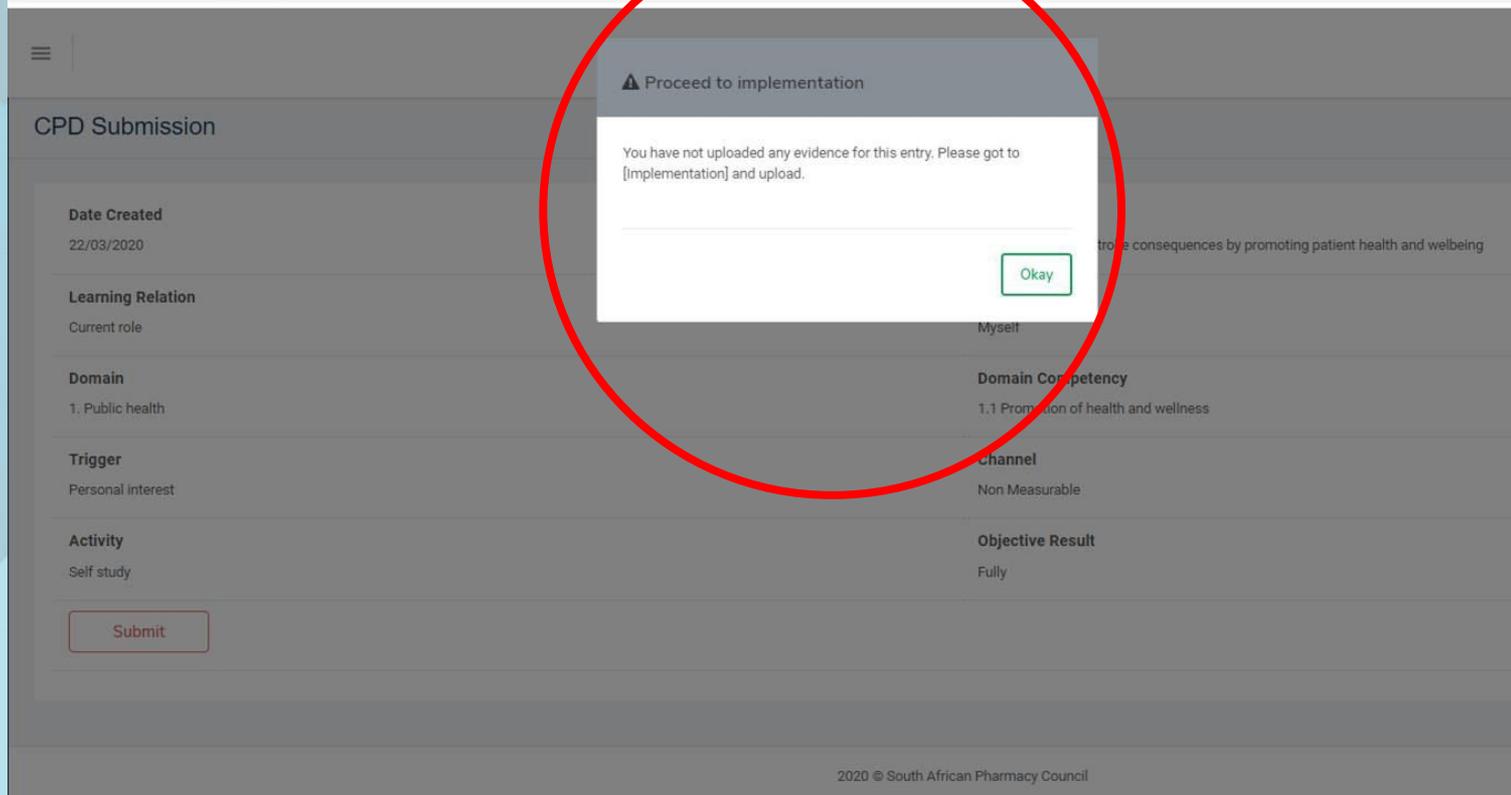
Choose File No file chosen

Upload



When upload evidence tab is missed

- ▶ When the evidence tab was missed, there will be a pop-up prompt tab to upload evidence



The screenshot shows a web interface for a CPD Submission. A pop-up dialog box is centered on the screen, titled "Proceed to implementation" with a warning icon. The message inside the dialog reads: "You have not uploaded any evidence for this entry. Please go to [Implementation] and upload." Below the message is a green "Okay" button. The background form is partially visible and includes the following fields:

CPD Submission	
Date Created	22/03/2020
Learning Relation	Current role
Domain	1; Public health
Trigger	Personal interest
Activity	Self study
Submit	
Domain Competency	1.1 Promotion of health and wellness
Channel	Non Measurable
Objective Result	Fully

At the bottom of the page, there is a copyright notice: "2020 © South African Pharmacy Council".



How to restore an archived CPD entry

- ▶ When intern has mistakenly archived a CPD entry, click on the archive tab

The screenshot shows the 'Dashboard' page of the CPD system. The 'Archive' tab is highlighted with a red circle. Below the tabs, there are three donut charts: 'Entries by domain', 'Entries by status', and 'Entries by outcomes'. The 'Entries by domain' chart shows 1 entry for '1. Public health' and 0 for other domains. The 'Entries by status' chart shows 3 entries 'Submitted for compliance'. The 'Entries by outcomes' chart shows 3 entries 'Not Available'. A legend for domains is provided below the first chart.

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- ▶ Click on restore entry

The screenshot shows the 'Archive Entries' page. A table lists archived entries. The 'Restore Entry' button for the first entry is highlighted with a red circle.

Domain	Domain Competency	Title	Date	Entry Details	Restore Entry
1. Public health	1.1 Promotion of health and wellness	extra star power	08 Apr 2020	Entry Details	Restore Entry



Deletion of an erroneous entry

- ▶ Intern can delete an erroneous entry provided the tutor has not submitted it for assessment

CPD Submission

For interns and B pharm students - if your result is "Not Yet Successful", click on the report link to review, make the necessary changes (Reflection, Planning, Implementation or Evaluation) and submit for re-assessment.

▲ Awaiting submission

1. Public health [extra star power]

❖ Incomplete

3. Supply of medicines and medical devices [title 2]

R P X I X E X

Reflection Title

title 2

Status

Pending

First Submission Date

08/04/2020

Submission Date

Implementation

Submission Count

Evaluation

Reflection

Complete

Planning

Pending

Pending

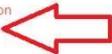
Pending

Assessment Status

.Not Available

Reflection

Delete



Submit for verification

- ▶ When satisfied Intern clicks on submit for verification

CPD SUBMISSION

For interns and B pharm students - If your result is "Not Yet Successful", click on the report link to review, make the necessary changes (Reflection, Planning, Implementation or Evaluation) and submit for re-assessment.

Awaiting submission 1. Public health [Promotion of health and wellness by patient education on Covid19]

Reflection Title
Promotion of health and wellness by patient education on Covid19

Status	First Submission Date	Submission Date	Submission Count
Awaiting submission	16/04/2020	13/04/2020	0

Reflection

Complete	Planning	Implementation	Evaluation
Complete	Complete	Complete	Complete

Assessment Status
.Not Available

- Reflection
- Submit for verification**
- Archive Entry
- Delete



Verification of CPD entry by tutor

- ▶ Tutor to logon to www.sapc.za.org/Pharmacists_CPD or www.sapc.za.org/Intern_CPD to verify CPD entries submitted by intern
- ▶ Tutor verifies the CPD entry and either submits to Council for assessment or to intern for correction

The screenshot displays the SAPC website interface for the 'Evaluation Verification' page. The browser address bar shows the URL: <https://interns.pharma.mm3.co.za/MyCpd/Verifications/Evaluation?ActivityId=924f527d-f85a-45a8-8636-14a75e9159cf>. The page title is 'Evaluation Verification'. A message states: 'A tutor must verify for quality all activities submitted by the intern before the due date for submission'. The main content area is a form for evaluation, with a header 'Evaluation - 3.00 / 7.00 (Recommended: 1.00 - 5.00)'. The form is divided into two sections: 'Evaluation' and 'Assessment Criteria'. The 'Assessment Criteria' section contains the text: 'Provide a description of how the learning has been applied and feedback on the impact on practice. Provide examples of where the knowledge and skills acquired have been applied.' At the bottom of the form, there are two buttons: 'Return to intern' (red) and 'Submit for assessment' (green). A 'Back' button is also visible on the left side of the form. The footer of the page reads '2020 © South African Pharmacy Council'. The SAPC logo is visible in the top left corner of the page.

